

13 MAY 1988

MEMORANDUM FOR: Director of Logistics

FROM: [REDACTED]

Director of Security

SUBJECT: Request for Approval to Acquire Office Space
for the Office of Security in the [REDACTED]
Building

1. Action Requested: We are requesting approval to acquire approximately 4,400 square feet of additional space located in the [REDACTED] Building for use by Office of Security (OS) components. The requested space currently is occupied by the Office of Technical Service (OTS).

2. Background: We have been making a concerted effort to collocate as many OS components as possible and to provide personnel in our growing organization with more adequate working space. In this regard, we would like to acquire the space in [REDACTED] which OTS will vacate in the near future when they move to the New Headquarters Building. Currently, we share [REDACTED] with OTS. This request has been discussed with [REDACTED] of your office.

Our Security Equipment Support Division (SESD) occupies the bulk of our space (approximately 8,000 square feet) in [REDACTED] and desperately needs more space. While we would like to consolidate storage of as much of SESD's equipment as practical at [REDACTED] we cannot due to lack of space. As a result, SESD stores some of its equipment in the hallways of [REDACTED] and in storage areas in several other buildings in the metropolitan area. In this regard, storage of SESD equipment at [REDACTED] exacerbates an already crowded situation there.

In addition to providing more adequate office space, the reallocation of this OTS space to OS would enable us to provide SESD with 4300 square feet for laboratory space and 1900 square feet for storage. Further, it would permit us to alleviate crowded conditions [REDACTED] by relocating

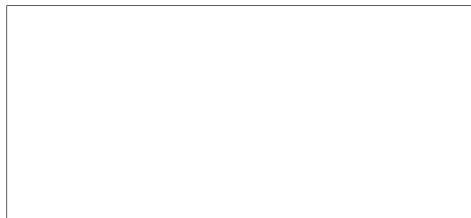
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25X1 the Domestic Security Branch (currently [] employees) from
 25X1 [] And. it would enable us to
 25X1 provide additional space in [] for the new
 25X1 Construction Security Branch (CSB). Space currently
 25X1 available in [] for CSB is inadequate; and, we
 25X1 anticipate adding [] positions to CSB by 1990.

3. We would require minor alterations to the OTS space to accommodate our needs. We anticipate that the cost of the alterations would be less than \$50,000; OS funds are available.

4. Your approval of this request would enable us to operate more efficiently, reduce crowded conditions (and attendant safety hazards), and increase the quality of life for the effected employees.

25X1



APPROVED

25X1

Director of Logistics

11.0 JUN 1988

Date

25X1

!OS/AS [] (5 May 88)!

!Distribution:!

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Initials

Date

1. Director of Logistics

2. Room

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

John,
Per our discussion on Tuesday, I
recommend that you approve
this one and send it on. It
has been on the books for quite a
while and is a natural expansion.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
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66-08 HQ

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Action	File	Note and Return
Approval	For Clearance	Per
As Requested	For Correction	Per
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REMARKS

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